



REAL ESTATE APPRAISER COURSE APPROVAL APPLICATION

Please check one:

- ☐ **Original Application** ☐ **Renewal Application**

Type or print clearly in dark ink

1. School Name _____ Contact Person _____

Address _____ Telephone No. () _____

City/State/Zip _____

2. Course Title _____ Classroom Hours _____

(50 minutes of classroom or workshop instruction equals 1 classroom hour.)

3. Course is designed to meet classroom hours for: *(check all that apply)*

- ☐ Pre-Examination (minimum of 15 hours w/exam)
☐ Elective (minimum of 15 hours w/exam)
☐ Continuing Education (minimum of 2 hours)

4. Course is designed for the following levels: *(check all that apply)*

- ☐ State Licensed ☐ Certified Residential ☐ Certified General

5. Must submit all instructional material(s) _____ Title(s) _____

Description of instructional material(s)

(Text book and/or instructional material must be included with new applications or with renewal applications for courses with changes.)

6. Include exam and key (necessary for original certification). Number of questions _____

7. A syllabus or curriculum must be attached. Indicate which you have included: ☐ Syllabus ☐ Curriculum

8. Does the course title reflect its content? ☐ Yes ☐ No Describe: _____

What is the justification and need for this course?

What skills will be enhanced?

9. The school administrator or course sponsor certifies by signature under penalty of perjury that all statements made herein are true and correct and that the course meets WAC 308-125-050, 308-125-090, and 308-125-100, and the requirements of the Appraisal Qualification Board.

X

SIGNATURE

DATE

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED - See instructions on page 2

REAL ESTATE APPRAISER COURSE APPROVAL
APPLICATION INSTRUCTIONS

ORIGINAL APPLICATION

1. Please complete an application for each course or seminar you are submitting for approval.
2. Enclose a course outline, syllabus or curriculum, examination, exam key, and copies of all required textbooks and handout material for each course or seminar. Textbook and/or instructional material **must** be included with new applications. (See application item #5)
3. Allow a minimum of six (6) weeks for processing. Failure to submit all instructional materials will extend processing time.

RENEWAL APPLICATION

1. Please complete an application for each course or seminar you are submitting for renewal. Indicate any changes in the course from the previous application submission.
2. Enclose copies of all material which has changed from the previous submission. Textbook and/or instructional material **must** be included with renewal applications for courses with changes. (See application item #5)
3. Allow a minimum of two (2) weeks for processing.

PLACE THE COMPLETED APPLICATION ON TOP OF ALL APPLICATION MATERIALS TO ENSURE PROPER CREDIT

If you have questions, please contact this office by phone (360)664-6504, FAX (360)586-0998 or e-mail realestate@dol.wa.gov.

COURSE CONTENT GUIDELINES

- The course must include a minimum of two (2) classroom hours of instruction on acceptable real estate appraisal or related topics.

- The course must contribute to the goal of maintaining or increasing the knowledge, skill, and competence of real estate appraisers with regard to the performance of real estate appraisals in a manner that best serves the public interest.
- Any real estate appraisal topic is acceptable. Topics must be applicable to the level of classification held by the real estate appraiser.
- In order to be an acceptable real estate **appraisal related topic**, the education provided in the course must **directly** contribute to increasing or maintaining the appraiser's ability to perform real estate appraisals.

COURSES ARE NOT ACCEPTABLE IF:

- They present information so basic in nature that the stated goal of continuing education will not be satisfied by the course.
- They would merely contribute to the appraiser's personal development rather than to his/her ability to perform real estate appraisals.
- They would contribute only generally to the appraiser's knowledge of the business field rather than specifically to operating an appraisal business.

COURSE EVALUATIONS

- Organizations offering appraisal courses for qualifying or continuing education classroom hours and distant education credit will provide all students a course evaluation form, to be completed at the end of the course.
- A copy of the completed evaluation forms will be forwarded from the provider to this office no later than fifteen (15) days following completion of the course.